

<div>SIGN PERMIT</div> <div>ROANOKE COUNTY, VIRGINIA</div>		<div>Application #: _____</div> <div>DATE: _____</div>	
NOTE: <i>All applications for a Sign Permit must be accompanied by a sketch of the proposed sign(s), drawn to scale showing the dimensions, height, and design of the sign and sign structure. If any freestanding sign is proposed, a plot plan must be provided showing the location of all existing and proposed freestanding signs on the lot and all adjacent lots.</i>			
SECTION A INFORMATION			
NAME OF BUSINESS/ESTABLISHMENT: _____			
STREET ADDRESS OF PROPOSED SIGN: _____ _____			
SECTION B TEMPORARY SIGN		SIGN FEE - \$25	TOTAL: \$ _____
TOTAL SQUARE FOOTAGE: _____ SF		# OF EXISTING TEMPORARY SIGNS: _____	
SECTION C PERMANENT SIGN		TOTAL: \$ _____	
SIGN FEE - \$25 + \$4 PER \$1000 SIGN VALUE + ELECTRICAL PERMIT FEE + BUILDING PERMIT FEE			
EXISTING SIGNAGE SQUARE FOOTAGE: _____ S.F.		EXISTING NUMBER OF SIGNS: _____	
PROPOSED SIGNAGE SQUARE FOOTAGE: _____ S.F.		PROPOSED NUMBER OF SIGNS: _____	
SIGN HEIGHT: _____ FT	SETBACK: _____ FT	FREESTANDING: _____ ATTACHED: _____	
STREET FRONTAGE OF PARCEL: _____ L.F.		(If Corner Lot) SIDE STREET FRONTAGE: _____ L.F.	
TOTAL VALUE OF ALL PROPOSED SIGNS: \$ _____			
ELECTRICAL SIGN: YES <input type="checkbox"/> NO <input type="checkbox"/>			
ELECTRICAL CONTRACTOR: _____			
ELECTRICAL PERMIT # _____			
DESCRIPTION OF WORK: _____ _____			
SECTION D OFF-PREMISES SIGN		TOTAL: \$ _____	
SIGN FEE - \$25 + \$4 PER \$1000 SIGN VALUE + ELECTRICAL PERMIT FEE + BUILDING PERMIT FEE			
REMOVED OFF PREMISE SIGN DEMOLITION PERMIT #: _____			
REMOVED OFF PREMISE SIGN DEMOLITION LOCATION: _____			
TOTAL VALUE OF ALL PROPOSED SIGNS: \$ _____			
**Please attach documentation copies to application – DEMOLITION PERMIT & LOCATION DOCUMENTATION**			
SECTION E SIGN CONTRACTOR INFORMATION			
NAME: _____		PHONE: _____	
ADDRESS: _____ _____			
STATE CONTRACTOR REGISTRATION NUMBER: _____			
ROANOKE COUNTY BUSINESS LICENSE #: _____			
SECTION F AFFADAVIT			
I hereby certify that I am an authorized agent of the owner of the property where this sign is proposed, that this application is being made with the owner’s full knowledge and consent, and that all signs installed under the terms of this permit shall conform to Section 30-93 of the Roanoke County Sign Ordinance. I understand that if approved, this sign permit shall become null and void if the proposed sign(s) are not installed within six months of the date of the approval of this permit.			
AGENT SIGNATURE: _____ DATE: _____			
OFFICE USE ONLY:			
TAX PARCEL #: _____ ZONING DISTRICT: _____ ALLOWABLE SQ. FT: _____			
PROPERTY INSPECTED? YES _____ NO _____			
APPROVED: _____ DENIED: _____			
COMMENTS/SPECIAL CONDITIONS: _____ _____			

This sketch was drawn using information on the Roanoke County tax maps and information supplied by the person obtaining this sign permit. All distances are measured from the **owner's property lines**. (Edge of street, pavement or curbing **is not** the property line.) The owner is also responsible for ensuring no encroachment onto any easements. Roanoke County will not be held responsible for inaccurate distances acquired from the permit applicant.

\_\_\_\_\_  
Permit applicant's signature

TAX PARCEL #

\_\_\_\_\_

ZONING

\_\_\_\_\_

**REQUIRED SETBACKS**

FRONT

\_\_\_\_\_

SIDE

\_\_\_\_\_

REAR

\_\_\_\_\_

Approved Zoning Permit

\_\_\_\_\_

Date